



NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

**JOINT FORCE HEADQUARTERS**

3650 SAYLORS POND ROAD  
FORT DIX, NEW JERSEY 08640-5606

**ARMY BULLETIN NO. 10**

**10 February 2005**

**DRUG TESTING – ADMINISTRATIVE PROCEDURES**

Homeland Security Center Of Excellence-Counterdrug Task Force-Substance Abuse  
(J5/7-CDTF-SA)

1. References:

- a. AR 600-85 dated 1Oct01, Chapter 1, paragraph 1-25.
  - b. Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook, dated 1May00, Chapter 2, paragraph 2-1B.
2. Appointment of Alcohol and Drug Control Officers (ADCO) and Unit Prevention Leaders (UPL). ADCOs at Brigade and Battalion levels. UPLs and assistant UPLs are to be assigned on appointment orders. See enclosed format for appointment orders. Copies of orders will be forwarded to this Headquarters, ATTN: MSG Cynthia S. Carlucci, NLT 15 March 2005.
3. Roster of soldiers to be drug tested and allied papers. Unit Prevention Leaders (UPL) will open the envelope that contains the list of soldiers to be tested in the presence of his/her unit Commander or Commander's representative on the day of drug test, **NOT BEFORE**. The envelope containing the list of soldiers to be drug tested will be stored in a secure place.

OFFICIAL:

A handwritten signature in black ink, appearing to read "Stephen J. Hines", is written over a horizontal line.

STEPHEN J. HINES  
COL, GS, NJARNG  
Chief of Staff

GLENN K. RIETH  
Major General, NJARNG  
The Adjutant General

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Encl

## UNIT HEADING

Date

MEMORANDUM FOR SGT Joe Snuffy, 123-45-6789, Co B, 3<sup>rd</sup> Bn, 551<sup>st</sup> IN

SUBJECT: Appointment of ADCO (Alcohol and Drug Control Officer)

Or

Appointment of UPL (Unit Prevention Leader)

1. Effective \_\_\_\_\_, and until officially relieved, you are appointed ADCO or UPL of unit designation for the purpose of serving as the Unit Commander's primary advisor and point of contact for all Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) matters to include drug urinalysis testing.
2. Guidance is contained in AR 600-85, dated 1Oct01 and the Commander's Guide & Unit Prevention Leader (UPL) Urinalysis Collection Handbook, dated 1May00.

Commanders Signature Block